

Library Services and Technology Act

LSTA

Five-Year Plan for Wisconsin

2003-2007

Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning

July 2002

Library Services and Technology Act

LSTA

Five-Year Plan for Wisconsin

2003-2007

Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning

July 2002

Elizabeth Burmaster, State Superintendent
Wisconsin Department of Public Instruction

Calvin J. Potter, Assistant State Superintendent
Division for Libraries, Technology, and Community Learning

This plan is available from

Peg Branson, LSTA Program Coordinator
Division for Libraries, Technology, and Community Learning
(608) 266-2413
email: peg.branson@dpi.state.wi.us

Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning
125 S. Webster Street
P.O. Box 7841
Madison, Wisconsin 53707-7841

Web Address
<http://www.dpi.state.wi.us/dltcl/pld/lsta.html>

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.



Table of Contents

Introduction	1
Mission Statement	2
Needs Assessment	3
Goals for 2003-2007	
Goal 1: Technology	5
Shared Automation Systems	5
Linking Automation Systems and Other Resources	6
Statewide Resource Sharing Tools	7
Delivery of Library Materials	8
Internet Access	9
Electronic Content and Information	9
Staff and Patron Training	10
State-Level Leadership and Coordination	10
Goal 2: Special Needs	13
Early Learning for Children	13
School-Age Children	14
Adult and Family Literacy	15
Accessibility of Public Library Facilities and Services	16
State-Level Leadership and Coordination	17
Goal 3: Adequate Public Library Services	19
State-Level Leadership and Coordination	19
Training and Continuing Education	21
Summer Library Program	21
Evaluation Plan and Monitoring Procedures	23
Stakeholder Involvement and Communication	24
Federal Assurances	25

Introduction

The Library Services and Technology Act (LSTA) program is a part of the Museum and Library Services Act administered at the federal level by the Institute of Museum and Library Services. The LSTA contains a provision for a state grants program which is administered in Wisconsin by the Department of Public Instruction, Division for Libraries, Technology, and Community Learning (hereafter referred to as the Division or DLTCL). This five-year plan for the use of LSTA funds from 2003-2007 was developed by the Division with input from the Wisconsin library community. It addresses the state's present and projected library needs and strategies for helping to meet those needs with LSTA funds.

The LSTA program must be reauthorized by Congress in 2002 to be continued. A coalition of librarians and others from around the country reviewed the LSTA legislation and developed recommendations for LSTA for 2003-2007. The proposed purposes for the reauthorized LSTA program as indicated below reflect those recommendations and are serving as the starting point for consideration and debate in Congress as Congress begins the reauthorization process. The proposed purposes do not represent substantive changes from the current LSTA purposes. The goals in this LSTA plan relate to both the current and proposed LSTA purposes.

Proposed New LSTA Purposes (2003-2007):

- *Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks*
- *Providing electronic and other linkages among and between all types of libraries*
- *Targeting library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills*
- *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty level*
- *Developing public and private partnerships with other agencies and community-based organizations*
- *Expanding services for learning and access to information and educational resources in a variety of formats in all types of libraries for individuals of all ages*

Mission Statement

Vision: All Wisconsin residents have equitable, convenient, and universal access to the information and knowledge resources they need from the state's libraries to meet personal, work, educational and community goals.

Mission: The mission of the Division is to promote, assist and plan the development and improvement of public library, public library system and school library media services and to promote cooperation and resource sharing among all types of libraries and related agencies. The Division accomplishes this through three teams: Public Library Development, Interlibrary Loan and Resource Sharing, and Instructional Media and Technology. The teams provide professional and technical advisory, consulting and information services.

Key functions of the Public Library Development Team are to:

- administer the State Aid to Public Library Systems Program, federal LSTA program and public librarian certification program
- provide consultation in administration, finance, legislation and law, technology, services to special populations, services to youth, continuing education
- coordinate a statewide summer reading program
- collect and disseminate public library statistics
- establish and promote voluntary public library standards
- assist in development of legislation and funding policy for public library service

Key functions of the Interlibrary Loan and Resource Sharing Team are to:

- provide reference and interlibrary loan referral services and manage the state interlibrary loan contracts
- loan materials from the collection,
- develop resource sharing tools
- manage statewide contracts for full-text resources (BadgerLink)
- manage the Wisconsin Document Depository Program
- manage the statewide contracts for the Regional Library for the Blind and Physically Handicapped and Newslines for the Blind
- provide cataloging services to state government libraries
- provide early childhood information to child care centers
- provide training and technical support

Key functions of the Instructional Media and Technology Team are to provide expertise and related professional development in the planning, implementation and evaluation of:

- all aspects of school library media facilities and services;
- the use of exemplary and proven educational programs and practices;
- educational technology, including distance learning, telecomputing, and telecommunications.

Needs Assessment

This plan was developed from findings and recommendations from a variety of sources. Key to the planning process was the evaluation of the LSTA program from 1997-2002. The Division used a variety of reports, surveys and other information sources for evaluating the first five years of the LSTA program. The process of assessing what had been accomplished and what remained to be done, and the value of LSTA-funded services to libraries and residents of the state, served as the basis for the new plan.

A wide variety of library-related groups were involved in assessing the LSTA program, including the LSTA Advisory Committee, the Council on Library and Network Development, the Library and Information Technology Advisory Committee, the Delivery Services Advisory Committee, and the System and Resource Library Administrators Association of Wisconsin. Also involved were key public library system staff, including the system directors, system special needs and youth consultants and liaisons, system technology consultants, system continuing education consultants, interlibrary loan and WISCAT liaisons, and public library directors. In 2001 and 2002 the Division developed a number of special Web surveys to gather suggestions for the LSTA program for 2003-2007 from selected constituent groups.

Goals, Needs, Priorities, Activities

Goal 1: To ensure that libraries and library systems utilize technology to improve services and facilitate access to materials and information resources in Wisconsin libraries and from other sources for Wisconsin residents.

This goal addresses the following current LSTA purposes:

- *Establishing or enhancing electronic linkages among or between libraries*
- *Linking libraries electronically with educational, social, or information services*
- *Assisting libraries in accessing information through electronic networks*
- *Paying costs for libraries to acquire or share computer systems and telecommunications technology*
- *Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources*

Technology Priorities, Needs and Activities 2003-2007:

Goal 1A: Facilitate the development and improvement of shared automation systems at the regional level.

Needs. Shared automation systems are a tool to enhance regional resource sharing. A shared system involves at least two libraries, linked via a telecommunications network, using the same hardware platform and library application software (i.e., online catalog, circulation system, etc.) and sharing the same data files. While there has been a steady increase in public library system participation in shared automation system development throughout the state, only 60% of the state's public libraries are in shared automation systems as of 2002.

Very few school library media centers currently participate in shared automation systems, within districts or with public or other types of libraries within their areas. Very few public libraries participate in shared systems with libraries of other types. The University of Wisconsin System campuses have separate automated systems although they are from the same vendor. They have implemented a software package from the same vendor that allows these systems to provide interlibrary loan among the campuses. The technical college and private academic libraries do not have a single system and they do not place holds or interlibrary loan requests on each other's systems. Some of them do have a single computer system that houses separate databases for participating libraries. Most state government agency, state correctional institution, hospital, law, and corporate libraries have stand-alone library systems and are not participants in shared automation systems. The possibility/feasibility of the state negotiating or helping coordinate some type of group contract or discount related to automated systems for libraries in the state may be investigated. This issue also may be reviewed by the Library and Information Technology Advisory Committee at some future date. Shared expertise, reduced costs, training options, and ease of use for patrons may be advantages worth considering.

LSTA Funded Activities

- 1.1. Support public library and public library system efforts to join new or existing shared automation systems and enhance existing shared automation systems. (2003-2007)
- 1.2. Support efforts to encourage the formation of fewer and larger shared automation systems. (2003-2007)
- 1.3. Support the development and improvement of Wide Area Networks. (2003-2005)
- 1.4. Encourage public library systems to explore the feasibility of including schools or other types of libraries in their regional shared automation systems where feasible and advantageous to all involved. (2003-2007)
- 1.5. Encourage schools and other types of libraries to review the merits of shared automation systems. (2004-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of public libraries in shared systems
- Number of shared systems with public library participants
- Number of shared systems involving other types of libraries
- Number of other than public libraries participating in public library shared systems

Goal 1B: Link local, regional and statewide automation systems and other resources to form a statewide electronic network.

Needs. To make the best use of library resources, libraries have looked for a way to link different automated systems. Linking has been defined as the ability of staff to enter a single search query, have that query search multiple library OPACs or other databases, determine which libraries have an item and what its shelf status is, and facilitate the interlibrary loan and circulation of these items.

The contract the Division signed with Fretwell-Downing in 2001 facilitates the use of several national standards to carry out the linking process. The Z39.50 standard allows searching of one or more local library and shared automation system catalogs, while implementation of the 3M Standard Interchange Protocol (SIP) and the emerging NISO Circulation Interchange Protocol (NCIP) will facilitate the link between interlibrary loan and circulation processes. There is a need to test and evaluate this software and experimentation will take place over the next several of years. Examples of areas to be tested and evaluated include the flexibility in access points for searching, response time for searching, efficiency of interlibrary request management, and cost effectiveness.

LSTA Funded Activities

- 1.6. Support a gateway for searching shared automation systems and the WISCAT union database and other databases, and for managing interlibrary loan requests. (2003-2007)

1.7. Evaluate the impact of Z39.50 searching on interlibrary loan protocols and products. (2003-2007)

1.8. Evaluate the impact of the NCIP (NISO Circulation Interchange Protocol) on interlibrary loan and circulation processes. (2003-2007)

1.9. Encourage libraries interested in linking to implement the NCIP standard when offered by their vendor. (2003-2007)

1.10. Work in cooperation with local libraries and library systems to profile more automated systems as Z39.50 targets to facilitate resource sharing. (2003-2007)

1.11. Encourage libraries interested in linking to make certain their automated systems are compliant with the latest version of Z39.50. (2003-2007)

1.12. Experiment with access to other Z39.50 databases such as full-text and digitized image databases, and GIS information. (2003-2007)

1.13. Evaluate the use of the ISO 10161 standard to allow the interlibrary loan management system to interact with other interlibrary loan systems such as OCLC or DOCLINE. (2004-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of library participants
- Number of holdings available via the linking method
- Number of requests sent via this method
- Functions available via this method

Goal 1C: Facilitate and promote statewide resource sharing and the sharing of MARC records.

Needs. Wisconsin is in a state of transition and change in terms of statewide resource sharing. Changes in technology, the availability of standards for linking disparate and same-vendor systems, the increase in the number of libraries participating in regional shared systems throughout Wisconsin, and concerns about the financial support necessary for statewide resource sharing efforts are among the issues needing to be addressed. The role of WISCAT as a statewide union database may change if technology allows for the efficient and seamless linking or coordination of borrowing and lending among shared automation systems. It may prove unnecessary to duplicate all records in the union catalog that are available through a linking process. The ability of all types of libraries to participate in interlibrary loan arrangements must be considered.

LSTA Funded Activities

1.14. Administer the web-based WISCAT union database and interlibrary loan products. (2003-2007)

1.15. Provide technical assistance and training on using WISCAT and the WISCAT interlibrary loan product. (2003-2007)

1.16. Evaluate how linking shared automation systems statewide will impact the WISCAT union database and interlibrary loan program. (2003-2007)

1.17. Develop a method of authenticating library patrons for patron-initiated access to the interlibrary loan management system and other resources. (2003-2007)

1.18. Review the plan for sharing the costs of WISCAT with libraries using the product. (2004)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of libraries participating in the WISCAT union database
- Number of libraries participating in the WISCAT interlibrary loan program
- Number of holdings/items in WISCAT
- Number of requests sent via this method
- Number of training programs sponsored and audience reached

Goal 1D: Encourage and coordinate physical and electronic delivery and sharing of resources and information among public and other types of libraries at the local, system, state, and national level.

Needs. There is a need for statewide coverage for delivery of materials among all types of libraries and a fair and equitable funding structure for the service. There is a need to evaluate the increased traffic created by the growth of resource sharing, particularly that created by the increase in participation in shared systems, and the potential impact of patron-generated interlibrary loan. The total intersystem interlibrary loan volume for the statewide delivery service increased from 971,516 in 1999 to 1,292,512 in 2001.

LSTA Funded Activities

1.19. Support for the Delivery Services Advisory Committee. (2003-2007)

1.20. Support the statewide interconnection of delivery services between library systems, public and private academic libraries, and other types of libraries. (2003-2007)

1.21. Investigate options for electronic delivery of information and materials. (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Volume of delivery to all types of libraries
- Volume of intersystem delivery among public library systems

Goal 1E: Promote direct Internet access for staff and patrons in all public library systems and public libraries and provide adequate and affordable bandwidth to use advanced services via the Internet.

Needs. In March of 2001, 98% of the state's public libraries had Internet access. However, about 25% of those libraries still had only dial access to the Internet and 6 libraries had no Internet access.

LSTA Funded Activities

1.22. Support public library and public library system efforts to get direct Internet access for staff and patrons. (2003-2005)

1.23. Work with other agencies and organizations to ensure that Wisconsin libraries have adequate and affordable bandwidth to meet the changing uses of the Internet and Web. (2003-2007)

1.24. Encourage the further development of public library system WANs as an economical means of providing direct Internet access to member libraries. (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Public libraries with direct connections to the Internet
- Number of public library systems with WANs

Goal 1 F: Support libraries in their efforts to make electronic content and information available to their patrons from libraries and homes.

Needs. Library staff members increasingly need to provide and, in some cases, create electronic content and make it available to their users. There is a need to continue to assess the full-text information available through the BadgerLink program. Library staff members need to develop and improve library web pages as portals to a variety of information sources, including access to state government information. Library staff need to find better ways to use technology to collaboratively provide reference service, using staff expertise around the state. Libraries need to select important unique local materials that can be digitized in order to share the information with other library staff and users throughout the state. All types of libraries in Wisconsin and citizens from their homes have access to full-text articles in over 6,000 journals and reference materials and 500 newspapers. Over 200 of the state's public libraries and public library systems have Websites.

LSTA Funded Activities

1.25. Support statewide and regional development of public library and public library system web sites and portals that provide convenient access to a broad array of information resources, including statewide shared portals. (2003-2007)

1.26. Encourage libraries to digitize unique local resources and provide access to information through state and regional portals. (2003-2007)

1.27. Encourage exploration of ways of providing enhanced reference services through technology, including through collaborative arrangements among libraries. (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Public libraries and public library systems with websites
- Digitized materials on the web

Goal 1G: Ensure properly-trained staff and patrons for the effective use of technology to access electronic information and materials.

Needs. There is a need to provide increased information about the availability of electronic information available in libraries to the public and to train library staff and the public in how to use it. There is a need to assess the distance training infrastructure and its availability and use for public library staff and patrons. There is a need to coordinate technology training opportunities/classes statewide. There is a need to collaborate with organizations providing technology training, such as the Gates Foundation.

LSTA Funded Activities

1.28. Ensure convenient access to distance education equipment and programs for training and communication with library staff and for service to library patrons. (2003-2007)

1.29. Coordinate communication and training for accessing specific information resources provided through the Division (WISCAT, Interlibrary Loan, BadgerLink). (2003-2007)

1.30. Support public library staff and patron training related to technology, including collaborating with organizations providing training, such as the Gates Foundation. (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of training programs sponsored and audience reached
- Number of libraries with mobile training labs
- Number of library systems with distance education capabilities/facilities or convenient access to other nearby facilities

Goal 1H: Provide state-level leadership, planning, coordination, consultation, and support services to enable libraries to utilize current and new technology.

Needs. There is a need for communication and interaction among all types of libraries, library groups, the education community and other organizations in the state to plan and coordinate implementation of a statewide library network to maximize access to resources and materials. A variety of statewide and other organizations, including the Library and Information Technology Advisory Committee, Council on Library and Network Development, TEACH, and national E-Rate committees, are involved in technology planning and coordination. There will be a need to collaborate with the Gates Foundation as computers are installed in Wisconsin libraries and librarians are provided training in their use.

LSTA Funded Activities

1.31. Provide consultant services and assistance to libraries and systems in using technology. (2003-2007)

1.32. Promote and encourage school and public library participation in the E-Rate and TEACH technology programs. (2003-2007)

1.33. Collaborate with state, federal, and other agencies providing support for technology services, such as the TEACH and E-Rate programs, the Gates Foundation, and the Wisconsin Education Network Collaboration Committee (WENCC), and the Gates Foundation. (2003-2007)

1.34. Provide support for the Library and Information Technology Advisory Committee (LITAC). (2003-2007)

1.35. Share information on new technologies so people know what is available. (2003-2007)

1.36. Provide interlibrary loan and reference referral clearinghouse services from the Reference and Loan Library and coordination of interlibrary loan and reference service planning for Wisconsin libraries. (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of groups/agencies/committees Division collaborates with
- Number of presentations on technology topics at conferences and workshops and attendance
- E-Rate discounts for schools and libraries in Wisconsin
- Number of reference requests received
- Number of interlibrary loan requests received
- Number of items circulated

Goal 2: To ensure access to library and information services for all Wisconsin residents who have difficulty using a library because of limited literacy and language skills, educational or socioeconomic barriers, or a disability.

This goal addresses the following current LSTA purposes:

- *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (birth through 17) from families with incomes below the poverty line*

Special Needs Priorities, Needs and Activities 2003-2007:

Goal 2A: Help reduce the achievement gap between students who are disadvantaged because of educational or socioeconomic barriers and other students by promoting and supporting the role of public libraries in early learning activities for children ages birth to five.

Needs. Recent research on infant brain development has resulted in an understanding of the need for language development that begins at birth. Libraries around the country are incorporating the research on early learning into the programs for infants, toddlers and preschool children. The Division is undertaking a state-wide training in this area in 2003.

Preschool children who are read to by parents or other adults start school with an advantage over children who have not had experience with books. Language development occurs more rapidly and at a higher level with infants exposed to frequent and appropriate language stimulation, including being read to by adults.

In 1999 the Division published a document that provided assistance to public librarians in planning library service to youth with special needs. The plan was called *Public Library Services for Youth with Special Needs: A Plan for Wisconsin*. This plan serves as a blue print for the role of public libraries in meeting the learning needs of children birth to age five who are socioeconomically disadvantaged or who have a disability.

LSTA Funded Activities

2.1. Promote the implementation of *Public Library Services for Youth with Special Needs: A Plan for Wisconsin* as it relates to children ages birth to five. (2003-2007)

2.2. Update *Public Library Services for Youth with Special Needs: A Plan for Wisconsin*. (2004-2005)

2.3. Promote and support model projects that demonstrate library programming and selection of materials for infants, their parents and caregivers, based on recent advances in infant brain development research, to foster appropriate language acquisition and learning development at this critical age. (2003-2007)

2.4. Sponsor a statewide leadership conference for public library youth services librarians, public library administrators, public library system staff, and early childhood educators on the role of public libraries in early learning. (2003)

2.5. Conduct regional training sessions for public library youth services librarians and staff on early learning for children and the role of the public library. (2003)

2.6. Ensure that the statewide summer library program includes a “read-to-me” component and elements in other languages and promotes the participation of families who are socioeconomically disadvantaged. (2003-2007)

2.7. Promote collaboration between public libraries and other organizations that serve children ages birth to five, their parents and caregivers. (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of public libraries offering programming and collections for children ages birth to five and their parents and caregivers
- Number of participants in the regional workshops on early learning
- Changes in understanding and awareness of issues related to early learning

Goal 2B: Help reduce the achievement gap between students who are disadvantaged because of educational or socioeconomic barriers and other students by promoting and supporting reading programs in public libraries for school-age children.

Needs. Research indicates that children who read over the summer maintain or increase the reading level at which they tested when they left school in spring when they are retested in fall. Children who do not read over the summer lose reading skills. The primary source of free reading material for children during the summer is their public library.

In 1999 the Division published a document that provided assistance to public librarians in planning library service to youth with special needs. The plan was called *Public Library Services for Youth with Special Needs: A Plan for Wisconsin*. This plan serves as a blue print for the role of public libraries in meeting the learning needs of school-age children who are socioeconomically disadvantaged or who have a disability.

LSTA Funded Activities

2.8. Promote the implementation of *Public Library Services for Youth with Special Needs: A Plan for Wisconsin* as it relates to school-age children. (2003-2007)

2.9. Update *Public Library Services for Youth with Special Needs: A Plan for Wisconsin*. (2004-2005)

2.10. Promote and support model projects that demonstrate the role of public libraries in promoting reading by school-age children who are educationally or socioeconomically disadvantaged or who have a disability. (2003-2007)

2.11. Promote and support the participation of school-age children who are educationally or socioeconomically disadvantaged or have disabilities in the statewide summer library program (see Goal 3) (2003-2007).

2.12. Ensure that the manual and other materials for the statewide summer library program reflect cultural diversity. (2003-2007)

2.13. Ensure that the directory of children's performers for the statewide summer library program includes performers who are from culturally diverse backgrounds or who provide programs on other cultures. (2003-2007).

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of children attending programs at the library
- Number of libraries participating in the programs

Goal 2C: Promote and support the role played by public and institutional libraries in adult and family literacy.

Needs. Recent 2000 census data indicate there are 518,417 people over the age of 25 in Wisconsin who do not have a high school diploma. The number includes the students who drop out of high school every year. The number of adults who do not have a high school education is likely to increase due to in-migration of Hispanic families. From 1990 to 2000 the Hispanic population in Wisconsin more than doubled, an increase of 107 percent. It is anticipated this in-migration is likely to continue through 2007. Many of the Hispanic adults are from Mexico. Many of them do not have a high school education, nor do they speak, read or write English. The need for assistance in learning English as a second language is likely to continue to grow.

Wisconsin public schools report an achievement gap between children of color and white children. The dropout rates for minority children also are high. This disproportionate lack of academic success is reflected in the high numbers of people of color who are in prison. There is a largely illiterate population in the prison system in Wisconsin. Wisconsin leads the nation in the rate of incarceration for African-Americans, which is ten times higher than the rate for whites. In 2001, the number of African-American juveniles detained in Dane County was 7.9 times higher than the actual African-American population in the County. In Milwaukee County the detention rate of African-American juveniles was 2.07 times the African-American population. Recent legislation allows juveniles who are 17 to be placed in adult prison, where education is not mandated as it is in juvenile detention facilities.

There is a need for information to assist public librarians and public library system staff in providing service to adults with special needs no matter where they live in Wisconsin. The Division is working on a resource and planning guide for this purpose. The guide will assist staff in planning, implementing and evaluating services, offer a range of resources and strategies useful to all size public libraries, and provide information unique to Wisconsin. This publication needs to include information to assist public libraries in providing adult and family literacy services.

LSTA Funded Activities

2.14. Promote the use of a resource and planning guide related to adults with special needs. (2003-2007)

2.15. Promote and support model projects that demonstrate the role of public libraries in providing adult and family literacy programs and materials. (2003-2007)

2.16. Promote collaboration between public libraries and other organizations that provide adult and family literacy services. (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of libraries that collaborate with literacy providers and other agencies
- Number of libraries, systems and institutions that apply for funding of literacy projects

Goal 2D: Promote and support accessibility of public library facilities and services for people with disabilities.

Needs. A statewide survey was done in 2001 on public library building accessibility. The response rate was 100%, although not all libraries answered every question on the survey. The survey indicated 88% (398) of public library and branch buildings in Wisconsin have an accessible entrance. However, in only 79% (356) of the buildings, can someone who uses a wheelchair enter all public areas of the library. 174 (38%) buildings have an electronic door. 83% (374) of library and branch buildings have accessible bathrooms. The survey also indicated that 133 libraries and branches have more than one floor and 71% of those building are designed to allow people with mobility disabilities access to all of the floors. 86% of the 281 meeting rooms in library buildings are accessible.

Information gathered as a part of the public library annual report for 2000 (with a response rate of 97%) showed that 83% of Wisconsin's public libraries have a cart or table that is accessible to people who use wheelchairs. However, only 22% (80) of public libraries in the state have a 19 inch or larger monitor, 18% (64) have software that enlarges and/or reads the text, and 15% (55) indicated they have a trackball as an alternative to a mouse.

The results of these two surveys indicate a need to address accessibility issues in both library buildings and the services offered in them.

In 1999 the Division published a document that provided assistance to public librarians in planning library service to youth with special needs. The plan was called *Public Library Services for Youth with Special Needs: A Plan for Wisconsin*. This plan serves as a blue print for the role of public libraries and meeting the learning needs of children who have a disability.

LSTA Funded Activities

2.17. Promote the implementation of *Public Library Services for Youth with Special Needs: A Plan for Wisconsin* and the new resource and planning guide for adults with special needs as they relate to service to people with disabilities. (2003-2007).

2.18. Update *Public Library Services for Youth with Special Needs: A Plan for Wisconsin*. (2004-2005)

2.19. Promote the use of adaptive devices/equipment to assist patrons with disabilities in their use of computer technology and access to the Internet. (2003-2007)

2.20. Promote the use of adaptive devices/equipment to assist patrons with disabilities in their use of traditional library services and materials, including such things as TTY to access phone reference services, closed captioned and described videos, microphones for meetings, in-house use of wheelchairs and wheeled carts. (2003-2007)

2.21. Promote home and institutional delivery services and outreach services for people, including seniors, who are unable to come to the library because of disabilities or other reasons. (2003-2007)

2.22. Promote the marketing efforts of public libraries so that the services currently offered and new services that are developed become known to people who have disabilities, their families, caregivers and advocacy groups. (2003-2007)

2.23. Promote the development of partnerships between libraries and other agencies working with people who have disabilities to better assess, plan, deliver, market and evaluate library services to people with disabilities. (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of libraries with accessible computer workstations
- Number of libraries with non-computer related technologies
- Number of libraries that offer off-site services and programs

Goal 2E: Provide state level leadership for public and institutional library service to individuals who have difficulty using a library.

Needs. There is a need for communication and interaction among libraries, library groups, the education community and other organizations in the state to plan and coordinate library service for individuals who have difficulty using a library in order to maximize access to resources and materials

LSTA Funded Activities

2.24. Provide consultant services and technical assistance to public libraries and systems and state institution libraries in providing service to individuals with disabilities, individuals with literacy needs, and other who have difficulty using a library. (2003-2007)

2.25. Collaborate with other state and federal agencies providing support for library services for individuals who have difficulty using a library, including the Department of Corrections, other units of the Department of Public Instruction, Governor's Office for Literacy and Life Long Learning, Wisconsin Regional Library for the Blind and Physically Handicapped, Wisconsin Council on Disabilities, community literacy providers, and alternative education departments in the technical colleges . (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of groups/agencies/committees Division collaborates with
- Number of presentations on library services to users with special needs at conferences and workshops and attendance

Goal 3: To ensure adequate library and information services to all state residents, particularly those currently in underserved urban and rural communities in Wisconsin.

This goal addresses the following current LSTA purposes:

- *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (birth through 17) from families with incomes below the poverty line*

Underserved Priorities and Activities 2003-2007

Goal 3A: Provide state level leadership for the development and improvement of public library service.

Needs. There is a need to provide state level leadership for the development and improvement of public library service so that progress can be made toward the goal of providing access to quality public library service for every Wisconsin resident.

There is a need to improve the quality of public library service available in many Wisconsin communities. The Division publishes recommended standards for Wisconsin public libraries. The latest edition of the *Wisconsin Public Library Standards* was published in March 2000. Many Wisconsin localities support their libraries at levels well below these recommended state standards. In 2001, 100 of 347 Wisconsin municipal public libraries had total budgets below \$50,000 (the Wisconsin standard for minimum total operating budget in 2001). Eighteen libraries had total budgets below \$20,000. Many Wisconsin libraries are open a minimal number of hours per week. In 2001, 39 Wisconsin public libraries were open to the public less than 25 hours per week (the Wisconsin standard minimum regardless of community size). Eighteen Wisconsin public libraries were open to the public less than 20 hours per week. In 2000, over 100 Wisconsin public libraries spent less than \$10,000 on library materials (the Wisconsin standard for minimum total material expenditures in 2001). Twenty-three Wisconsin public libraries spent less than \$3,000 on library materials in 2001 (the equivalent of only 150 books costing an average of \$20 each).

A Public Library Legislation and Funding Task Force was appointed in 2002 to develop strategies for dealing with public library system and public library legislation and funding issues. The recommendations of the Task Force will be considered in developing the Division's 2003-2005 budget and legislative requests and other planning documents and guidelines.

There is a need to improve the reliability and usefulness of data collection in a public library setting. Librarians need to be able to collect, analyze and report statistics, track trends, make projections, demonstrate correlation, and present geographic patterns. The electronic collection of data has improved the accuracy, timeliness, and comparability of the data. Further work is needed to ensure that libraries are counting the right things in the right way and that the information is useful and used.

There is a need for communication and interaction among libraries, library groups, the education community and other organizations in the state to plan and coordinate library services and to maximize access to resources and materials for all residents of the state.

LSTA Funded Activities

- 3.1. Provide leadership for the improvement of public library service by engaging in statewide planning for public library service and funding. (2003-2007)
- 3.2. Review and assess the recommendations of the Task Force on Public Library Legislation and Funding. (2003-2007)
- 3.3. Provide consulting and planning assistance to public libraries and systems. (2003-2007)
- 3.4. Update the publication *Wisconsin Public Library Standards* to meet current expectations for library service and promote utilization of the standards. (2004-2005)
- 3.5. Collect and distribute information about the level and extent of public library service in the state. Provide assistance to public librarians in the effective use of this information. (2003-2007)
- 3.6. Collaborate with other state and national organizations in the collection and distribution of data on public libraries in Wisconsin, including the National Center for Educational Statistics, National Commission on Libraries and Information Services, and the Federal State Cooperative System. (2003-2007)
- 3.7. Assist public libraries in providing adequate library facilities by developing and publishing a publication to assist public libraries in evaluating and planning public library space needs, conducting training on the use of this publication, and assessing the needs for additional public library space on a statewide basis. (2005-2007)
- 3.8. Assist in the development of a statewide plan for the promotion and marketing of public library service to the residents of Wisconsin. (2003-2004)
- 3.9. Disseminate information of interest and importance to libraries in Wisconsin through publications, such as *Channel*, listservs, such as WIPUBLIB, *Channel Weekly*, and other methods and continue to review and evaluate the best and most effective means of distribution. (2003-2007)
- 3.10. Ensure that adequate leadership is provided for the improvement of public library service by supporting the participation of state library agency staff in national level forums for the discussions of issues and policies of national concern and significance, including COSLA (Chief Officers of State Library Agencies). (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of libraries submitting data electronically
- Number of hits on Web sites with public library statistics

- Number of presentations on public library data collection at conferences and workshops and number of librarians attending
- Number of libraries meeting the basic standards levels and the checklists in the standards

Goal 3B: Provide support for adequate public library service through training and continuing education for library staffs and trustees.

Needs. There is a need to better prepare new library directors and trustees for their duties and responsibilities. There is an ongoing need for continuing education for library staffs and trustees.

LSTA Funded Activities

3.11. Support an effective public library administrator certification program. (2003-2007)

3.12. Sponsor annual meetings of public library system directors and consultants in the areas of technology, youth services, special needs, continuing education and certification, and interlibrary loan and reference services. (2003-2007)

3.13. Develop a written guide and other information for library directors, especially addressed to new library directors, and encourage its use. (2003-2004)

3.14. Develop additional tools and distance learning opportunities to support library staff and trustee education. (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians and trustees in the state
- Number of meetings and attendance at meetings

Goal 3C: Coordinate a statewide summer library program.

Needs. Research indicates that children who read over the summer maintain or increase the reading level at which they tested when they left school in spring and when they returned in fall. Children who do not read over the summer lose their reading skills. The primary source of free reading material for children during the summer is their public library. Preschool children who are read to start school with an advantage over children who have not had experience with books. Language development occurs more rapidly and at a higher level with infants exposed to frequent and appropriate language stimulation, including being read to. For these reasons, Wisconsin public libraries make summer reading programs a priority.

LSTA Funded Activities

3.15. Contract with a multi-state consortium for theme-related materials and manual to support a summer library program for Wisconsin's children and participate in the planning and evaluation processes. (2003-2007)

3.16. Coordinate the overall summer library program-- share Consortium information, encourage the submission of ideas to the manual, evaluate the effectiveness of the Consortium

supplied materials, provide resources via a web page devoted to summer library programs information and coordinate state incentives for the program. (2003-2007)

3.17. Maintain a directory of children's performers as a service to libraries wanting to hire professionals to provide entertainment or educational programs in public libraries or schools. (2003-2007)

Selected Measures of Progress

- LSTA dollars spent for this purpose
- Value assigned by librarians in the state
- Number of children attending programs at the library
- Number of libraries participating in the programs

Evaluation Plan and Monitoring Procedures

Wisconsin will use a variety of reports, surveys and other information sources for evaluating the LSTA program 2003-2007, including periodic progress reports, existing data and reports, surveys and studies, and group meetings and hearings.

Wisconsin will develop periodic progress reports on the LSTA 5-year plan. The progress reports will address the goals and activities in the LSTA plan and include a status report (done, in process, not started, and/or eliminated), LSTA dollar support, and output or outcome measures for activities. Wisconsin will make use of these reports and other existing data, and will gather input from the Wisconsin library community throughout the five years. Among the evaluation methods likely to be used include:

- document analysis
- surveys
- collection of anecdotal accounts
- focus groups
- interviews

Among the available information sources and studies Wisconsin will use are the following:

- public hearing comments
- public library annual reports, including special studies done in conjunction with the annual reports
- recommendations of statewide committees and councils, including the Statewide Delivery Services Advisory Committee, LSTA Advisory Committee, Council on Library and Network Development, and Library and Information Technology Advisory Committee
- Planning and Resource Guide for Library Service to Adults with Special Needs
- Public Library Funding and Legislation Task Force recommendations

In addition to the overall assessment of progress on the LSTA plan from a statewide perspective, LSTA grantees are required to evaluate their individual projects. These evaluations feed into the broader assessment and evaluation. All LSTA applicants must describe in their LSTA application forms how their projects will be evaluated, what tools of measurement will be used to determine the extent to which the project met its objectives, and by whom and by what methods evaluation data will be gathered and analyzed. Six-month and final evaluations are required of all LSTA grant recipients. In the final project evaluation grant recipients are required to provide information on how the project objectives were met, plans, if any, for follow-up or continuation of the project, problems encountered in the project, and suggestions for others wanting to implement a similar project. Project administrators are asked to submit statistics, letters, reports and other materials relevant to the project evaluation.

Stakeholder Involvement and Communication

The Division will continue to use its LSTA Advisory Committee to provide advice and feedback on the LSTA program. Librarians and library users will be represented on the committee. As a part of each committee meeting, time will be set aside for a public hearing where other persons interested in the LSTA program may make comments and suggestions.

Membership on the advisory committee will include representatives of public and other types of libraries, and the users of libraries. It also will include representation from different sizes of libraries and different geographic areas of the state. Representatives of individual libraries, as well as of library systems, will be members of the committee. Members of the committee will be appointed by the State Superintendent of Public Instruction to serve staggered 3-year terms. The committee will meet at least twice a year - a 2-day meeting in the spring and a 2-day meeting in the fall. The primary responsibility of the committee will be to advise the State Superintendent and the Division on the following: development of the long-range plan; policy matters arising from the administration of the program; establishment of annual grant criteria, priorities, and categories; the process and calendar for each year; grant applications and recommendations for grant awards; and evaluating grants.

As in the past, information on the LSTA program will be made widely available and librarians and library users will be encouraged to offer suggestions and recommendations. Two key sources of information on the LSTA program are the Division's electronic newsletter, *Channel Weekly*, and bi-monthly print newsletter, *Channel*. *Channel Weekly* has over 1200 subscribers from all types of libraries, and including trustees and others interested in library issues. *Channel* is mailed to over 6,000 librarians and library trustees throughout the state. In addition, the Division has an extensive web presence, including a site focusing on the LSTA program. The Division also hosts email discussion lists for school and public libraries and information is made available via these lists. The LSTA application forms and an annual publication, *LSTA Information and Guidelines for Wisconsin*, will be produced and distributed to those interested in the program and will be available on the web. As in the past, the Division will provide statewide training/information programs for potential grant applicants.

The Division will continue to make a special effort to involve key groups and individuals in LSTA decision making. For example, the Council on Library and Network Development will be asked to offer suggestions and recommendations. The council is a statutory body appointed by the governor to advise the Department of Public Instruction and the Division on library matters. In addition, the division would regularly seek advice from the System and Resource Library Administrators Association of Wisconsin, system technology consultants, system special needs consultants, system youth liaisons, and other groups and individuals.

Federal Assurances

Statement of Program Assurances

Certifications: Debarment, Drug Free Workplace, Lobbying, Federal Debt Status,
Nondiscrimination

Assurances of Non-Construction Programs

Certification of State Legal Officer



STATEMENT OF PROGRAM ASSURANCES

All State Library Administrative Agencies receiving assistance under the Library Services and Technology Act, P.L. 104-208, as amended, must comply with the statutes and regulations cited below. To receive federal assistance, all applicants must provide this signed Statement of Program Assurances.

The undersigned, on behalf of the State Library Administrative Agency (SLAA), agrees that the SLAA will comply with Subtitle B of the Museum and Library Services Act of 1996 -- the Library Services and Technology Act ("LSTA" or this "Act"), P.L. 104-208, as amended, and all of its provisions, including those set forth below.

- (a) Pursuant to 20 U.S.C. Section 9122(6), the SLAA provides assurance that it has the fiscal and legal authority and capability to administer all aspects of the LSTA, that it will establish the State's policies, priorities, criteria, and procedures necessary to the implementation of all programs under this Act (including the development of a State Plan), and that it will submit copies of these materials for approval as required by regulations promulgated by the Director of the Institute of Museum and Library Services (IMLS).
- (b) Pursuant to 20 U.S.C. Section 9134(b)(6), the State Library Administrative Agency provides assurance that it will comply with 20 U.S.C. Section 9134(f), which sets out standards relating to Internet Safety for public elementary school and secondary school libraries that do not receive services at discount rates under section 254(h)(6) of the Communications Act of 1934, and for which IMLS State Program funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.
- (c) Pursuant to 20 U.S.C. Section 9134(b)(7), the SLAA provides assurance that it shall make reports, in such form and containing such information, as the Director may require reasonably to carry out the State Plan and to determine the extent to which funds provided under this Act have been effective in carrying out the purposes of this Act.
- (d) The SLAA agrees that it will comply with all applicable IMLS regulations, including 45 C.F.R. Part 1183 -- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government; 45 C.F.R. Part 1180.44 -- Federal Statutes and Regulations on Nondiscrimination; 45 C.F.R. Part 1110 -- Nondiscrimination in Federally Assisted Programs; and 45 C.F.R. Part 1185 -- Government-wide Debarment and Suspension and Government-wide Requirements for Drug-Free Workplace, under the rules for the National Foundation on the Arts and the Humanities.

The SLAA further provides assurance that it will comply with all other applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding.

These assurances are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The SLAA recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this Statement of Program Assurances. These assurances are binding on the SLAA, its successors, transferees, and assignees, and on the Authorizing Official whose signature appears below.

For additional information on this Statement of Program Assurances, contact IMLS at 1100 Pennsylvania Avenue, N.W., Washington, DC 20506.

Signature of Authorizing Official

Elizabeth Burmaster, State Superintendent
Name and Title of Authorizing Official

Date



**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LOBBYING;
FEDERAL DEBT STATUS; AND NONDISCRIMINATION**

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

- (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction, or in connection with a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- (d) have within a three-year period preceding this application/proposal had one or more public transactions (Federal, state or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

2. DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;

- (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
- (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for Federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

3. LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under

grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

5. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Signature of Authorizing Official

Elizabeth Burmaster, State Superintendent
Name and Title of Authorizing Official

Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**Standard Form 424B (Rev. 7-97)
Prescribed by OMB Circular A-102**

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE: State Superintendent
APPLICANT ORGANIZATION Wisconsin Department of Public Instruction		DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

CERTIFICATION OF APPROPRIATE STATE LEGAL OFFICER

I hereby certify that Department of Public Instruction (Name of State Agency) Wisconsin, (Name of State) is the sole State Agency with authority under State law to develop, submit and administer or supervise the administration of the State Plan under the Library Services and Technology Act; that Elizabeth Burmaster (Name of Authorized State Agency Official) is the officer authorized to submit the State Plan for the named State Agency; that the State Treasurer or _____ (Title of Officer other than State Treasurer) has authority under State law to receive, hold, and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.

(Signature, Attorney General or other State Legal Officer)

Attorney General
Title

Date